



DEPARTMENT OF VETERANS AFFAIRS
DELEGATED EXAMINING UNIT
Greater Los Angeles Healthcare System
11301 Wilshire Boulevard
Los Angeles, CA 90073

In Reply refer to: 691/05DEU
Tel: (310) 268-4150
Fax: (310) 268-4929

EXAMINING ANNOUNCEMENT: **VA-1-SR-13**
OPEN UNTIL FURTHER NOTICE
NO WRITTEN TEST REQUIRED
GS-621-4

OPPORTUNITIES FOR EMPLOYMENT

AS A

NURSING ASSISTANT

WITH THE

DEPARTMENT OF VETERANS AFFAIRS

“America is # 1—Thanks to our Veterans”

LOCATION OF POSITION: Most of the jobs will be at the Department of Veterans Affairs Medical Centers and Clinics in Northern and Southern California and Nevada, and some positions may be in Hawaii, Samoa and Guam. **Most positions in the San Francisco area will be filled on an intermittent basis.**

DESCRIPTION OF WORK: Nursing assistants perform a variety of personal and nursing care procedures under the supervision and direction of physicians or professional nurses. They observe and report changes in patients' behavior and signs of changes in condition and generally assist the registered nurse and the physician with procedures and examinations. At the lower grade levels, they bathe patients and perform other hygienic and comfort measures, take and record temperatures, pulse and respiration, and apply simple dressings, and give uncomplicated treatments. Nursing assistants also perform or assist in the performance of more responsible duties at the higher grades. They provide preoperative or postoperative care of patients, set up and operate special apparatus and equipment, prepare and administer selected medications, carry out sterile medical and surgical techniques in wards, and assist in performing special tests and examinations.

EXPERIENCE REQUIREMENT: For GS-4, except for the substitution provided below, candidates must have had 6 months of General Experience and 6 months of Specialized Experience.

GENERAL EXPERIENCE: This is any type of work which demonstrates the applicant's ability to perform the work of the position, or experience which provided a familiarity with the subject matter or processes of the broad subject area of the occupation.

SPECIALIZED EXPERIENCE: This experience includes nonprofessional nursing care work in a hospital, outpatient clinic, nursing home, or other medical, nursing, or patient care facility or in such work as that of a home health aid where the following duties were performed:

- General Nursing Assistant
 1. Providing personal nursing care such as providing preoperative and postoperative care
 2. Support duties for diagnostic and technical treatment procedures, such as setting up and operating special medical equipment apparatus.
- Psychiatric Nursing Assistant
 1. Caring for mentally ill patients, including observing, recording and reporting changes in their behavior, providing reassurance and encouragement.
- OR Nursing Assistant
 1. Assisting surgeons and registered nurses in operating room activities, including passing instruments, maintaining sterile conditions, and draping and positioning patients.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE:

GS-4 Successful completion of a two year Associate Degree program in an accredited community college, junior college, college or university in a field of study appropriate to the specialization of the position, e.g., nursing, physiology, psychiatric technician, operating room technician, etc.

Partial completion of professional or practical nurse training in a school approved by a State-approving body is qualifying on a month-for-month basis for up to 1 year of the specialized experience. The candidate must have satisfactorily completed courses that involved clinical practice in medical and surgical nursing and infant and childcare. Candidates lacking clinical practice in infant and childcare may substitute clinical practice in psychiatric or another specialized field of nursing.

Completion of appropriate training such as inservice training programs; training acquired while serving in the Armed Forces, and government-sponsored developmental training programs will be allowed credit on a month-for-month basis, generally through the GS-5 level. Such training meets general or specialized experience requirements depending upon its applicability.

Equivalent combinations of successfully completed post-high school education and experience are also qualifying. The combination of education and experience may be qualifying for positions through the GS-5 level.

BASIS OF RATING:

Ratings will be based upon an evaluation of experience and training. Be sure to include on the application form DETAILED information about duties performed on each job, percentage of time spent performing each duty and courses and other training completed.

TERMS OF ELIGIBILITY: Candidates will receive employment consideration for 12 months from the date on the eligibility letter. Eligibility may be extended for an additional 12-month period by submitting updated qualifications information after 10 months of eligibility.

EQUAL EMPLOYMENT OPPORTUNITY: All candidates for Federal employment receive consideration without regard to race, religion, color, sex, national origin, political affiliation, age (with statutory exceptions), or any other non-merit factor.

Listed below are tasks that are commonly performed by Nursing Assistants.

Please circle the number corresponding to those tasks you have performed **on your own** (you may list those tasks on a separate sheet of paper):

1. Assisted in catheterization procedures.
2. Provided ileostomy and colostomy care.
3. Assisted physicians and registered nurses in operating room activities.
4. Performed scrub or circulating duties in the operating room.
5. Assisted convalescent patients with colostomy irrigation.
6. Administered pre and post-operative care in recovery room and on the ward.

7. Performed suctioning and tracheotomy care.
 8. Applied bandages and sterile dressings.
 9. Cared for patients in isolation.
 10. Administered O2 or inhalation therapy.
 11. Assisted physicians and registered nurses with examinations and procedures.
 12. Observed and recorded changes in patients condition and/or behavior.
 13. Gave cleansing and retention enemas.
 14. Carried out treatments, such as application of tepid sponges, ice or heat.
 15. Used mechanical lifts.
 16. Positioned and turned patients in: regular beds/therapeutic beds.
 17. Issued supplies, prepared sterile packs, etc. in central supply.
 18. Performed medical asepsis.
 19. Took and recorded: __Blood Pressure; __Pulse; __Temperature; __Respiration.
 20. Administered medication such as: __Cathartic; __Cough Medicine; __Penicillin; __Other (Specify):
 21. Inserted rectal suppository.
 22. Bathed patients.
 23. Made beds.
 24. Feed patients.
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2. Indicate your geographic preference by either circling the number corresponding to the locality where you will accept employment or write the number on the front of your application package.

1. Downtown Los Angeles
2. West Los Angeles/Santa Monica Area
3. Long Beach/San Pedro Area
4. San Fernando Valley Area/Sepulveda
5. San Diego Area
6. Santa Barbara Area
7. Loma Linda/Riverside/San Bernardino Area
8. Southern Nevada (Las Vegas)
9. Bakersfield
10. Fresno
11. Los Banos
12. Auburn
13. Reno
14. Eureka
15. Redwood City
16. Rohnert Park
17. San Francisco
18. Santa Rosa
19. Benicia
20. Berkeley
21. Chico
22. Concord
23. Martinez
24. Oakland
25. Pleasant Hill
26. Travis Air Force Base in Fairfield
27. Redding
28. Sacramento
29. Vallejo
30. Livermore

- 31. Menlo Park
- 32. Hawaii
- 33. Guam
- 34. Samoa
- 35. Modesto
- 36. Monterey
- 37. Palo Alto
- 38. San Jose
- 39. Santa Cruz
- 40. Stockton

3. Indicate the type of appointment you will accept by either circling the number corresponding to your availability or write your type of appointment availability on the front of your application package.

- 1. Full-time employment
- 2. Part-time employment 25 to 32 hours per week
- 3. Part-time employment 17 to 24 hours per week
- 4. Part-time employment 16 or less hours per week
- 5. Shift work
- 6. Intermittent
- 7. Temporary employment lasting 5 to 12 months.
- 8. Temporary employment lasting 1 to 4 months.
- 9. Temporary employment lasting less than 1 month.

WHERE TO OBTAIN FORMS: A copy of this announcement and the forms required to apply may be obtained from the following address:

DELEGATED EXAMINING UNIT, (05/DEU)
 VA Greater Los Angeles Healthcare System
 11301 Wilshire Blvd.
 Bldg. 258, Room 128
 Los Angeles, CA 90073
 (310) 268-4150
 (310) 268-4929 FAX

WHERE TO FILE: Submit the completed application forms to the above address. Incomplete forms will delay eligibility. Applications mailed in government franked envelopes or faxes received from federal government agencies **will not be accepted** for employment consideration.

SALARY INFORMATION: For information regarding salary, please contact the Delegated Examining Unit.

UNITED STATES CITIZENSHIP REQUIRED

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER